

November 1, 1962

## EXCOM DISTRIBUTION

I. All key messages (as designated by S/S) should go to members of the Executive Committee, often as Eyes Only messages, via fastest possible means.

II. Where appropriate, messages will be transmitted electrically.

A. On outgoing messages which should be distributed to members of the Executive Committee, ensure that the following phrase is in the left hand margin: "Executive Committee Distribution." DC/T will then make such distribution electrically.

B. For incoming messages, S/S will decide from the advance copy whether a specific incoming telegram should be electrically distributed to the Executive Committee. If the relay should be made, S/S will call the CWO and request that the message be relayed to the Executive Committee. In these instances, the body of these messages will be preceded by the following slug: "Following is text of message being passed to all members of Executive Committee." DC/T will indicate on the mat that copies have been so passed.

C. Addressees and relevant information on transmission are as follows:

(1) White House messages are passed by KW-26 to the Situation Room adjacent to Bundy's and Smith's offices.

(2) Vice President. Pending installation of KW-26 equipment in proximity to Vice President, messages should be hand-carried by messenger to Mr. Walter Jenkins, Executive Office Building, Room No. 274. When he is available, Mr. Skiff (x4371) will take such messages to the

DEPARTMENT OF STATE A/CDC/MR

REVIEWED BY W. J. H. / J. H. / J. H. DATE 6/10/80  
 ( ) RELEASE ( ) DECLASSIFY  
 ( ) EXCISE ( ) DECLASSIFY IN PART  
 ( ) DENY ( ) Non-responsive info.  
 FOL, EO or PA exemptions

Vice

TS authority to:

( ) CLASSIFY as \_\_\_\_\_ OADR CONFIDENTIAL  
 ( ) DOWNGRADE TS to ( ) S or ( ) C, OADR

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**CONFIDENTIAL**

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IV. In case of unusual urgency, brief memoranda and draft telegrams may be transmitted electrically to members of the Executive Committee (copy to be separately provided to the Vice President, as indicated above). Such transmissions should clearly indicate, by a caption at beginning of message, the nature of the message (e.g. FOLLOWING IS TEXT OF DRAFT TELEGRAM TO BE DISCUSSED AT MEETING OF EXECUTIVE COMMITTEE, 10 a.m., OCTOBER 24).

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Add to para 3, page 2:

Where subject matter of telegram being passed is "sensitive" - i.e., is Eyes Only and closely held, ask DC/T to indicate "SENSITIVE" as on additional opening slug on message passing telegram to Defense.

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